

EFFECTIVE

July 1, 2001.

SUBJECT

Adult Community Placement and Adult Protective Services Policy

PURPOSE

To inform local office staff of updates to Interagency References and clarification of terms in Adult Community Placement and Adult Protective Services. Policy is not changed.

The Client Information System (CIS) Manual has been divided into three submanuals:

- CIF-File Maintenance Manual;
- CIQ-Inquiry Manual;
- CIT-STSM Manual.

References to the CIS Manual will now be listed by the submanual group.

Adult Community Placement Policy: ASM 377

- Changed reference to CIT 102.
- The provider hotline for AFC/HA has been changed to 1-800-433-6751
- Changed reference to CIT 103.
- Changed reference to CIT 101.
- Exhibit II-NA-920 Statement of Payment updated to the most current version.
- References to the FIA-2353X in the Error Codes were changed to request a duplicate document FIA-2353. Hand written Invoices are no longer accepted for payment.
- Error Code 1825 explanation changed to Rate Set code Invalid. Rate Set Code defined. Duplicate document must be requested for rebilling.

ASM 379H

- Updated copy of the Interagency Agreement for Nursing Facility Closures.

Adult Protective Services Policy - ASM 381, 382, 383, 385A-AC

ASM 381:

- References to Manuals were changed to the appropriate three letter code, i.e., SRM, PRT, ASM.
- Client changed to Customer throughout this Item.

ASM 382:

- References to ASM 385 were changed to the appropriate suffix, i.e., ASM 385A to ASM 385AC.
- References to Manuals were changed to the appropriate three letter code i.e., ASM, SRM.
- Client changed to Customer throughout this Item.
- Homes for the Aged Unit removed from the list of facilities DCIS Bureau of Health Services monitors. HAs are now under DCIS Bureau of Regulatory Services.
- Changed wording to "above facilities."
- Changed wording to DCIS facilities "listed above."
- Added the sentence: "FIA also has responsibility to investigate referrals involving residents of adult foster care homes."
- Updated address and phone number for DCIS Complaint Unit.
- Added DCIS Complaint Unit address and phones for AFC/HA.
- Updated Medicaid Fraud Unit Information.
- Changed Authorization Release form from FIA 1387 to FIA 27.
- Updated name of DCH Unit for substance abuse.
- HA added to complaint contact for APS complaint Coordinators
- Changed name of Division of AFC Licensing to: DCIS Bureau of Regulatory Services, Division of AFC Licensing.

- Under Legal Action added: "The worker will keep the case open until legal action is completed."
- Added Case Transfer Out of County information.
- Added Retention of Case Records information.

ASM 383:

- References to Manuals were changed to the appropriate three letter code i.e., AHM, ASM, SRM.
- Client changed to Customer throughout this Item.
- Underlined information
- Added staff in the "Bureau of Regulatory Services."
- Added: "If legal action is initiated by APS the case must remain open until action is complete and the adult is in a safe and stable situation."

ASM 385B:

- References to ASM 385 were changed to the appropriate suffix, i.e., ASM 385A to ASM 385AC.
- Client changed to Customer throughout this Item.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

**ASM 377
ASM 379H
ASM 381
ASM 382
ASM 383
ASM 385B**